



FRISCO

Office, Manufacturers Reopenings

UPDATED MAY 15, 2020

Governor Greg Abbott's Executive Order states, effective May 18, 2020, employers may operate with greater of up to five individuals or 25% of total workforce with social distancing. All staff counts towards 25%. The City of Frisco's emergency ordinance, amended May 5, aligns with Governor Abbott's revised Executive Order and **The Governor's Report to 'Open Texas'**. All essential businesses remain open under the operating guidelines previously provided by the **Texas Division of Emergency Management (TDEM)** and the **U.S. Department of Homeland Security**. See minimum recommended health protocols below:

For employees and contractors

- Train employees and contractors on appropriate cleaning, disinfection, hand hygiene, respiratory etiquette.
- Screen employees and contractors before allowing office entry.
- Send home employees or contractors exhibiting illness symptoms. Do not allow sick people to return to work until all three criteria are met:
 - Fever-free for 72 hours
 - Symptoms have improved
 - 10 days have passed since symptoms first appeared
- Wash or sanitize hands upon entering the office.
- Maintain six-foot distance between people.
- Consider implementing staggered workforce.
- Encourage employees to work remotely when possible.
- Provide individually packed meals, if/when applicable.
- Consider wearing cloth face coverings.

For facilities

- Frequently clean, disinfect high touchpoints (such as doorknobs, tables, chairs).
- Limit elevator use to four people, per use. Ensure stairways are available. Americans with Disabilities Act may ride the elevator alone or accompanied by caregiver.
- Consider using dividers between individuals when six feet of separation is not available.
- Disinfect items touched by customers.
- Make sanitizers, wipes, soap and water readily available.
- Post signage reminding everyone of hygiene 'best practices'.
- Designate a person dedicated to health protocol compliance in offices with more than 10 employees.

For more information, read recommended state 'Checklists' here for **Manufacturers, Office-Based Employers and Employees**.